## 

**Danville High School**

**2020-2021**

**Student Handbook**

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**Danville High School Mission and Goals**

Danville High School promotes school success and nurtures lifelong learners through Rigor, Relevance, and Relationships.

It is the goal of DHS that each student will:

* Read critically and with understanding.
* Communicate effectively in speech and writing.
* Understand natural phenomena, their causes, and effects.
* Solve problems efficiently using mathematics and logic.
* Appreciate the past for its potential to improve the future.
* Understand the rights and responsibilities of citizenship.
* Develop skills and qualities that enhance employability.
* Express themselves creatively and respond to the creative expression of others.
* Treat others with empathy and respect.
* Work cooperatively with others.
* Exhibit personal fitness, both physical and emotional.
* Set personal goals and develop plans to achieve them.
* Recognize the need for new knowledge and be able to seek it.

**Danville District 118 Ownership in Education Manual/Board of Education Policy/Danville High School Student Handbook**

All rules, right, and responsibilities outlined in the board-approved Ownership in Education (OIE) manual apply to students and staff at Danville High School. The OIE shall be furnished to the parents or guardians of each student within 15 days after the beginning of the school year, or within 15 days after a transfer student begins classes in the district. All parents and student must sign documentation indicating they have read the OIE and agree to abide by the rules laid forth within. The Danville High School Student Handbook provides rules and regulations specific to Danville High School. It also provides a summary of District 118 Board

of Education Policy. Please note that from time to time board policies are updated by the Board of Education at Board meetings. These policies are available online at the district website and at the David L. Fields Administrative Center. Board of Education policies supersede the Danville

High School Student Handbook. Please be aware that rules and regulations specific to Danville High School laid forth in the Danville High School Student Handbook may be amended by the

Danville High School administration throughout the year.

**Absences**

There are two types of absences: excused and unexcused. Student absences are specifically defined in the Ownership in Education handbook. Excused absences include illness, observance of a religious holiday or event,

death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical safety or health or safety, attending a military honors funeral to sound TAPS1, or other reason as approved by the principal. All other absences are considered unexcused.

Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student’s absence.

In the event of any absence, the student’s parent/guardian is required to call the school at [217/444-1680] before 7:50 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student’s absence, an automated call from the school will notify you that the student is absent from class. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence within 48 hours. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

**Address or Phone Number Changes**

It is important that we have your current address and phone number at all times. Please notify the House Secretaries for any change:

* Freshmen Academy - Mrs. Julie Ritter: 444-1549 (room 114)
* Viking Academy (A-L) - Mrs. Rhonda Mauk: 444-1512 (room 239)
* Viking Academy (M-Z) - Mrs. Charity Harmless: 444-1517 (room 123B)
* New Tech Academy – Ms. Tia Awodeha: 444-1547 (room 317)

**Asbestos Provision**

In accordance with the US EPA’s AHERA standard, all information concerning asbestos-containing materials in the schools of District 118 is available in the office of the Department of Building and Grounds for review and copying by students, staff, and guardians during regular business hours.

**Attendance Rules/Procedures**

Parents calling to report an absence or a student tardy to school should call 444-1680 (Mrs. Spillman). Parents needing to obtain a dismissal from school for their child should call 444-1516 (Mrs. Baker). Calls must be made by the parent/guardian and include the name of student, the grade level of the student, and the reason for the absence/tardy/dismissal. For absences, calls must be made on the day of the absence or within 48 hours of the absence. If a parent has no phone, he/she may write a note and have it turned into Mrs. Spillman within 48 hours. If the parent does not excuse the absence within 48 hours, it will be unexcused. We would prefer a call each day in the event of a multiple day absence. If your child misses three or more consecutives days, they will need a doctor’s note. For dismissals for medical reasons or court appointments, written verification must be brought to Mrs. Baker (T102) when the student returns. Two missed class periods will be considered a half-day absence. Four or more missed class periods will be considered a full day absence.

After 15 excused absences for the school year, the child is placed on the Excessive Absence List. All future absences will require a doctor’s note or court note to be excused. Absences do not start over 2nd semester; they are cumulative for the year.

Parents are notified when a student has been given an unexcused absence through the use of the SKYLERT system. The SKYLERT system will call the phone number listed when the student was registered. If there is a phone number change, please call your student’s Academy Office to make the change.

Examples of Excused Absences

* Authorized religious holidays
* Illness
* Death in the immediate family
* Medical or dental appointment verified on a medical form/card
* Court appearances with subpoena/legal document
* Pre-approved absences, such as college visits and business interviews

Examples of Unexcused Absences

* Any absence not cleared by phone on the day of the absence or prior to the student’s first class when the student returns to school will be automatically unexcused. Notes will be accepted only for those students whose households do not have telephones. An unexcused absence can be cleared by a phone call and/or note up to 48 hours after the student returns to school.
* Any situation in which the student leaves school without a dismissal
* Babysitting
* Birthdays or other celebrations
* Family trips, vacations, or college visits which are not pre-approved
* Employment
* Hunting, fishing, attendance at non-school sporting events
* Missing the school bus
* Oversleeping
* Shopping

Students receiving an unexcused absence or unexcused tardy will face disciplinary consequences including after-school detention, dismissal pending conference (DPPC), Reflection, and out-of-school suspension. Students who have accumulated 9 or more unexcused absence during the course of the year are considered to be Chronically Truant. These students may be prohibited from attending any extra-curricular activities, including sporting events, club activities, and dances.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child’s age, shall assure that the child attends school during the entire time school is in session.

**Breakfast/Lunch**

A healthy breakfast and lunch will be available at no charge to all students at Danville High School, regardless of income. No forms are necessary to participate in this program. All students are encouraged to participate in the free meal program to enhance the learning environment.

Breakfast is served from 7:00 to 7:30 am for Early Bird students and again from 7:40 to 8:30 am for all other students, prior to the start of school. There is no charge for a complete breakfast.

Lunch is served every full school day and menus will denote days when lunch is not served due to early dismissal days. There is no charge for a complete lunch. Ala carte items will be available for purchase.

For additional purchases outside of the complete breakfast and lunch that are available for a charge, parents/guardians and students may add money to student’s accounts by paying in the serving line or in advance on your student’s account online via the parent portal.

Public schools in which at least 70 percent of the students were eligible for free or reduced-price lunches in October of the preceding year\* must operate a breakfast after the bell program. Breakfast must be provided to children after the instructional day has officially begun. This mandate does not prohibit schools from additionally providing breakfast before instructional day begins.

We will have a Grab and Go Breakfast cart available in the cafeteria from 7:00-9:00 a.m. each day. Staff may also purchase if there are funds established in their account.

Students may take this breakfast to the cafeteria before the instructional day begins as an alternative to a hot breakfast. Students that arrive after the bell will be given 10 minutes in class to eat and dispose of their breakfast.

**Dental Examination**

All children entering kindergarten, second, sixth, and ninth grades, must present proof of having been examined by a licensed dentist before May 15 of the current school year (the exam must be within 18 months prior to May 15th). Failure to present proof allows the school to hold the child’s report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

**Detention**

Because of behavior problems, a student in grades 9 – 12 may be detained, usually up to 30 minutes after school. However, the detention does not have to be served on the same night as the offense, but within 24 hours of the offense. Behavior detentions MUST be served.

**Dismissal from School**

Students who need to be dismissed from school at any time during the school day must have a dismissal report. If the student has a medical or court appointment, a parent or guardian must call Mrs. Baker (444-1516) to obtain a dismissal. Students who are ill must see the nurse to get a dismissal. If the nurse is not available, the student can report to an Assistant Principal’s office for help. In all cases, parents/guardians/designated individuals will be contacted prior to students being dismissed from school. Students who leave school without a dismissal will not be excused for the time missed.

**Dress Code**

Danville School District 118 expects a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. The Board of Education prohibits student dress and grooming which interferes with appropriate discipline in the operation of District schools, interferes with the rights of others, or is vulgar, indecent, obscene or insulting. The Board also prohibits dress or grooming that conveys any message that promotes or encourages behavior that is inconsistent with the basic educational message of the District, such as tobacco, alcohol or illegal drug use, physical or sexual violence, or gang affiliation; depicts hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups; or is contrary to accepted social standards in the community. This standard for dress was adopted to improve the learning environment, to reduce classroom distractions, to increase students’ self-respect and self-esteem, to improve school spirit, and to enhance the District’s image within the community. It is the responsibility of parents to see that their student(s) follow the guidelines established in this dress code. If a student does not follow the guidelines, he/she may be asked to change the item of clothing at school, a parent may be notified and asked to bring a change of clothing to school, or the student may be sent home to change clothes. Parents are expected to update their contact information on a regular basis. These guidelines are examples of acceptable and unacceptable clothing in District 118 schools. They are not an all-inclusive list. Some of the examples are very clear; others leave room for interpretation. If a parent has a question about any of the guidelines, he or she should contact the building administrator(s) to avoid any misunderstandings and the hard feelings that may result. If there is a question of safety or decency, a decision by the building administrator(s) will be final. Repeated offenses may be considered insubordination and the student may be suspended from school.

**Shirts/Tops/Blouses/Jackets**

1. No tank tops, halter tops, strapless tops, spaghetti straps, camisoles are allowed.

2. Jackets may be worn. Winter coats may not be worn in the classroom or cafeteria.

3. No midriff may be exposed.

4. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

**Dresses/Skirts**

Students may wear dresses or skirts subject to the following restrictions:

1. A dress must not be strapless or have spaghetti straps.

2. Dresses and skirts must be no shorter than fingertip length plus one inch (approximately mid-thigh/3” above knee).

3. No low-cut dresses are allowed. Undergarments are not to be visible.

4. No leather, mesh, nylon/vinyl/spandex, see-through material or cutouts are allowed.

5. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

**Pants/Shorts**

1. Pants must be worn at the waist; neither underwear nor skin shall be exposed. Both pant legs must be the same length. Pants must be fastened, and if a belt is worn, it must be buckled.

2. Shorts must be no shorter than fingertip length plus one inch (approximately mid-thigh /3” above knee)

3. Blue jeans may be worn if free of rips and tears.

4. No yoga pants, pajama pants, leather, mesh, flannel/fleece, and nylon/vinyl/spandex are allowed.

5. Leggings and tights are not to be worn as pants. Leggings and tights may be worn under a dress or skirt.

6. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

**Additional Standards of Dress**

1. The Board prohibits dress or grooming that conveys any message that promotes or encourages behavior that is inconsistent with the basic educational message of the District, such as tobacco, alcohol or illegal drug use, physical or sexual violence, or gang affiliation; depicts hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups; or is contrary to accepted social standards in the community.

2. No flip flops or house slippers may be worn.

3. Having jewelry, tattoos, body art or clothing depicting gang symbolism or affiliation is not allowed and may result in disciplinary consequences outlined in the Ownership in Education handbook.

4. Dress scarves are allowed. Scarves are not allowed as headwear, except for religious exemptions.

5. Hats, ear guards, sweatbands, bandanas, hairnets, hoods, and gloves may not be worn in school buildings.

6. Unless prescribed by a doctor, sunglasses are not to be worn in any school building.

7. Chain wallets are not allowed.

**Exemptions**

Bona Fide Religious

The parent or legal guardian of a student (or a student who is 18 years of age or older) may object on religious grounds to the student’s compliance with any portion of this dress code policy. In order to object, the parent or legal guardian (or student who is 18 years of age or older) shall submit a written statement which responds to the following questions:

1. For which part of the policy are you requesting an exemption?

2. What is the basis for the request for religious exemption?

3. What religious teaching, religious belief or religious practice prohibits compliance with this dress code?

In addition, all written objections must be accompanied by a signed statement of a religious official (such as minister, rabbi, imam, or other) or other person who can verify the good faith basis of the request. The principal or his/her designee shall review all objections. Students with legitimate religious objections shall not be required to comply with those portions of this policy which conflict with such good faith, religious requirements. A religious exemption to the Uniform Standard of Dress policy only shall be granted if the requirements herein are completed in totality and the religious exemption can be verified by a bona fide religious leader. All other applications for religious exemption shall be denied.

If the application for religious exemption is denied, the student applying for the exemption may appeal the determination to the Superintendent, who will review the application and make his/her determination within 30 days of the appeal. Case by Case Exemptions Each building administrator shall have the discretion to provide exceptions or accommodations to students who show good cause, including students who have medical needs for particular clothing. Such exceptions or accommodations will be made on a case by case basis and in a manner, which maintains the integrity of the purpose of the standard of dress. The Board of Education reserves the right to modify this policy when deemed necessary.

**Early Dismissal Dates**

School will be dismissed one hour early (2:00 pm) on the following dates for staff professional development:

***Early Dismissal Dates were not available at the time of Registration. These dates will be made available to Parents/Students on the District 118 website, DHS website, and the DHS monthly newsletters.***

**Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

**Electronic Signaling and Cellular Radio Telecommunication Devices**

It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its schools and to limit the possession and use of the electronic signaling and cellular radio telecommunication devices (specifically cellular phones) which might adversely affect student welfare and safety and the educational environment.

During the school day, electronic signaling and cellular radio telecommunication devices must be stored out of sight in the “off” mode or unable to transmit or receive communication. Modes of operation such as silent vibrating or text messaging are considered unacceptable. Use of electronic signaling and cellular radio telecommunication devices is limited to after school hours and in emergency situations where a teacher or administrator approves the use of the device. Students are prohibited from using such devices during class time, lunch, or other free periods or hallway passing periods. The District is not responsible for any loss or damage to cellular phones.

A student shall not use electronic signaling or cellular radio telecommunication devices for inappropriate, illegal, or disruptive activities at any time on school property or at a school event. This prohibition includes the act of sexting. Sexting shall be defined as the intentional act of sending sexually explicit photos or messages electronically, primarily via cell phones and/or the internet (Please see pages 26 and 32 of the Ownership In Education handbook for more information on the act of sexting and the disciplinary consequences for engaging in this conduct.).

Any student found to be in violation of this Policy shall be disciplined consistent with the Board’s general disciplinary policies and procedures. Disciplinary measures may include such measures as verbal warnings, confiscation of the communications device by an administrator, counseling, withholding of privileges, detention, suspension, and/or expulsion.

**Eligibility Policy**

All students in extracurricular activities must be passing five core classes. Extra-curricular activities are activities, which occur outside of normal school hours and are not included as a part of the Board of Education accredited curricular offering. Eligibility grade checks are cumulative from the beginning of the semester. **All missed work, according to IHSA By-Laws, is considered a “40” in the weekly eligibility check until it is completed and graded.** Eligibility is pulled every Thursday at noon and applies to participation the following week.

**Emergency Cards**

It is crucial that parents/guardians have an emergency card on file at Danville High School. The emergency card needs to have working phone numbers listed, exactly who is allowed to pick up your student if you are not available. We will not release students to anyone who is not listed on the emergency card.

**Emergency Dismissal Plan**

During each school year, we have the possibility of an emergency dismissal occurring due to severe weather conditions, electrical failure in the building, loss of water, etc. Therefore, it is important that all parents be aware of our plans if such incidents occur.

The emergency dismissal plan to be followed is:

1. The Central Office will make the decision regarding early dismissal and will notify all schools affected.
2. All local radio stations will be asked to begin announcing the planned school closing at least 45 minutes before school is dismissed.
3. Arrangements will immediately be made for buses to come to the schools on an adjusted schedule.
4. All students will be dismissed at the announced times except for those whose parents have left standing instructions regarding such emergencies with the school or parents who call us that day with specific instructions; otherwise, students will be sent home early, due to the emergency, the usual way.

If this plan is to be effective, it is very important that we have your cooperation. Therefore, we are asking all parents to make the following plans for their child(ren) and make sure that the child(ren) are aware of the plan:

1. Designate a neighbor they can go to if parents are not home.
2. Designate a second neighbor in case the first neighbor is not at home.
3. Select a friend or relative in the event that they have no neighbor.
4. Notify the school if none of the above is satisfactory and clearly explain who we are to contact. Please do so in writing as soon as possible.

It is impossible for the school to contact each parent by phone in such an emergency as you realize. Thanks for all your help in this important matter.

**Employment Certificates (Work Permits)**

Applications for Employment Certificates for 14 and 15-year old students are available in the Principal’s Office.

**Equity and Nondiscrimination Policy**

District 118 has a policy against discrimination on the basis of color, race, national origin, sex, and disability. Anyone who believes that there has been a violation of this policy, should report the alleged incident to the Director of Human Resources

**Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement

explaining the objection.

1. Religious grounds if the student’s parent/guardian presents to the building principal a completed

Certificate of Religious Exemption.

1. Health examination or immunization requirements on medical grounds if a physician provides written verification.
2. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all its branches who provides eye examinations or a licensed optometrist.
3. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

**Exemption from Physical Education Requirement**

To be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 9-12 may be excused from physical education courses because of the student’s ongoing participation in an interscholastic or extracurricular athletic program, enrollment in AP courses, or enrollment in CTE courses. The building principal may evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course.

The time of year when the student’s participation ceases, and the student’s class schedule.

**Eye Examination**

All students entering kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Prior to conducting any vision screenings, the district will provide written notice to parents/guardians that specifically states: “Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo screening if an optometrist or ophthalmologist had competed and signed a report form indicating that an examination had been administered within the previous 12 months.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) requires that schools obtain your written consent prior to the disclosure of personally identifiable information from your child’s records. However, District 118 may obtain “directory information” without written consent unless you have advised us to the contrary. The primary purpose of directory information is to include names of students participating in a variety of school activities. Examples include: the school yearbook, honor roll, other recognition lists, and sporting events. Directory information can also be disclosed to outside organizations such as manufacturers of class rings or yearbook publishers. If you do **NOT** want District 118 to disclose directory information from your child’s records without your prior written consent, you must notify the school principal by September 26. Please note the following items related to FERPA:

* **Item 1:** Legal guardians have the right to inspect and review the student’s education records maintained by the school.
* **Item 2:** Legal guardians have the right to prevent disclosure of the student’s education record, subject to several exceptions.
* **Item 3:** Legal guardians have the right to request that a school correct records which are thought to be inaccurate or misleading.
* **Item 4:** Legal guardians have the right to complain to FERPA officials if any of the above rights are violated.
* “Directory Information” can be released without parental permission as long as the school district notifies parents exactly what constitutes directory information and gives parents an opportunity to opt out of having their child’s information released.
* *Directory information includes routine student information that is not of a highly regarded personal nature, like a student’s name, address, phone number, picture, and list of student activities.*
* Confidential student information may only be released with parent/guardian permission, unless one of a limited number of exceptions applies. *If a court of competent jurisdiction orders the disclosure of student records, the records must be disclosed pursuant to the order of the court.*
* Divorced Parents: Both parents have the right to participate in their child’s education. However, only the custodial parent has the right to make educational decisions regarding the child.
* Whenever a student turns eighteen years of age or attends college, the student is an adult and automatically assumes all rights under FERPA.

**Fees**

Schools fees are payable at registration. For the 2020-2021 school year, the instructional fee of $44.00 is waived due to COVID 19:

Instructional Materials/Book Fees $44.00

**Course Fees**\*

Industrial Technology $10.00/year

Applied Technology $ 5.00/semester

Science Lab Fee $5.00/year

Art Fee $ 8.00/semester

Sports Medicine Fee $10.00/semester

Photography $ 8.00/semester

Sports Fee $ 25.00

Club Fees $ 15.00

Student Parking Permit $ 9.00

School Locks $ 5.00

Student ID cards $ 5.00

Driver’s Education $200.00

\*All Course Fees are laid out in the 2020-2021 Registration Handbook available in any Academy office.

Students with unpaid fees will not be able to participate in athletics, extra-curricular events, organizations, or activities. This includes, but is not limited to special field trips, dances (Homecoming, Prom, etc.), clubs, and DHS graduation ceremony. Payment plans can be set up with Mrs. Jones, DHS Cashier (444-1601).

**Fee Waiver Form/Student Fees**

Danville High School establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost or damaged books, locks, materials, supplies, and/or equipment. Student Fee

Waiver Forms are to be completed at Registration if one of the following prerequisites are met:

1. The student currently lives in a household that meets the Federal Income Eligibility Guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the family is currently receiving aid under Article IV of the Illinois Public Aid Code to include SNAP, TANF, or Medicaid.

Parents/Guardians will be notified promptly as to whether the fee waiver request has been granted or denied. Questions regarding the application process should be addressed to Mrs. Barnes in the Food Service Office at 217-444-1074.

**Grading System & Retake Policy**

A letter system is used for grades at DHS. Grades A, B, C. and D are passing: A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work; F indicates failure (no credit earned). The grade given at the end of the semester is a cumulative grade for that semester and is recorded on the transcript. Semester grades are based on an accumulation of all grades for the entire semester. The 1st quarter and 3rd quarter grades are progress reports and indicate student progress up to that point. Final exams are 10% of the semester grade except in AP and Dual Enrollment classes where the weighting may be higher.

If a student turns in a fully completed assignment the lowest grade awarded will be a 40%. Zeros will be given for assignments when no attempt is made.

Because the purpose of grades is to reflect student progress or performance, the goal is that all students will meet the grade level expectations.  In order to provide an opportunity for students who did not meet grade level expectations on their first attempt, students will be given the chance to retake summative assessments.

1. The higher of the retake/assessment grades WILL be recorded in Skyward.
2. The teacher may require the student to complete an alternative assessment as the retake.
3. Some summative such as essays may not be eligible for retakes. Please refer to individual course syllabus.

Students will be eligible for a retake if they meet the following criteria:

1. All missing Formative Assessments pertinent to the summative assessment being retaken MUST be completed prior to earning a retake.
2. Students must complete one or more of the following before the next summative:
   * An additional practice assignment/re-teaching activity may be required prior to earning a retake.
   * Corrections to the first summative assessment may be required prior to earning a retake.

The student may be required to attend a remediation/tutoring session with the teacher to earn a retake.

DHS gradebooks will have two categories summative weighted 75% and formative weighted 25%.

**Hallway Courtesy**

Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through hallways quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Do not congregate in groups at doorway entrances and stairwells.

**Hall Passes**

Students are not permitted in the halls during class periods without a hall pass unless a staff member accompanies them. When students are in the hallway, the hall pass should be visible and available to present to any staff person upon request.

**Immunization, Health, Eye and Dental Examinations**

**Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against and screenings for preventable communicable diseases within one year prior to:

1. Entering kindergarten or first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student’s grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

**High School Graduation Requirements – Schedule Changes**

English 8.0 credits Computer Literacy 1.0 credit

Social Studies 5.0 credits Health 1.0 credit

Mathematics 6.0 credits Consumer Ed 0.5 credit

Science 5.0 credits Electives 11.5 credits

Physical Education 6.0 credits\*

**Total: *44 credits***

\*Students may receive a PE waiver by successfully completing marching band, curricular show choir or JROTC. In addition, all students may receive a PE waiver by successfully completing an athletic activity or enrollment in an AP, Dual Enrollment, or CTE courses. The student must complete an application for the waiver and turn it into their guidance counselor prior to the end of the season. Students cannot waive PE and take a PE course at the same time. A student cannot bank or escrow PE waivers. Students do NOT receive a credit for a PE waiver.

\*\*The Computer Literacy requirement can be met by taking Keyboarding, Word Processing, Spreadsheets, CAD, Intro to Engineering Design, Principles of Engineering, Digital Portfolio, Programming, or Graphic Design.

\*\*\*Consumer Education is a State of Illinois requirement and is met by taking Consumer Education, AP Economics, Business Marketing/Management, or Introduction to Business and Technology.

Courses for the school year are chosen by the student and approved by the parents/guardians.  Classes and teacher assignments are arranged to accommodate the selections students make. Therefore, any request for a change will be considered only for the following reasons:

1. The schedule does not include a requirement for graduation which must be met.
2. The schedule does not account for work taken during summer school.
3. The schedule does not include a requested course based on a scheduling conflict.

**All schedule change requests must be made within the first 10 days of the semester. Any requests after the 10 days must be approved by Ms. Tracy Cherry (444-1504) or Dr. Beth Yacobi (444-1512).**

**Honor Roll Requirements**

Danville High School has both a High Honor Roll and an Honor Roll. Grades are calculated on a 4.0 grading scale. High Honor Roll = 3.75-4:00 GPA and Honor Roll = 3.25-3.74 GPA. In order to be eligible for the Honor Roll, students must take four solid (full credit) subjects and receive no grades lower than a C. The Honor Roll is noted and listed each semester. **Beginning with the freshmen class of 2018-2019, AP and Dual-Credit classes will be on a weighted 5.0 grading system. Please see the school counselor for more information.**

**Illinois High School Association (IHSA) Rules**

The IHSA sets guidelines, which govern high school athletics. It is the responsibility of the coach to inform the athlete of these rules. Several of the more important rules are:

**Scholastic Standing**

* An athlete must pass twenty (25) credit hours of high school work per week.
* An athlete must pass twenty (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. Summer school hours can be used toward first semester eligibility.

**Participation Limitations – Grade/Semester**

* After enrolling in the ninth grade, the athlete will be eligible for no more than the first eight semesters.
* The last two semesters of eligibility must be consecutive.
* After enrolling in ninth grade, the athlete will be eligible for no more than four years of competition in any sport.
* An athlete will become ineligible on the date he/she becomes 20 years of age, unless the 20th birthday occurs during a sport season.
* Home school students may participate in extracurricular activities at Danville High School if they are taking 25 hours (5 classes) in an approved program and are regularly attending at least 1 class at Danville High School, and have paid all school fees. If the student is enrolled in one class at Danville High School but does not attend the class, they will not be eligible to participate in extracurricular activities.

**Playing on teams outside of school (independent teams)**

When participating in a sport that is in season at the high school, the athlete may not play on a non-school team or compete in a non-school competition in that same sport.

**Medical Examination**

To participate, each athlete engaged in a sport practice, scrimmage, or game must have on file in the school business office:

* A medical examination card signed by a physician and the athlete’s parent or guardian
* School insurance, or completed insurance release form
* A parental Permit-to-Compete form
* Extra-curricular code of conduct form

Equipment will not be issued nor may the participant practice until the above forms are handed to the coach.

This is not a complete listing of IHSA rules. A more complete copy of rules may be obtained from the Athletic Office by calling Mrs. Taylor at 444-1556. All parents and athletes should be aware of these rules.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

**Lost and Found**

All lost and found items should be turned in to the Student Support Center (Room 124). Billfolds, purses, watches, and rings may be claimed after proper identification of the lost item has been made.

**Lockers**

Students interested in a locker may request in the Cashier’s office.

**\*The school reserves the right to inspect the lockers on a frequent and unannounced basis to ensure compliance with the rules and overall student safety.**

**Make-Up Work**

It is the student’s responsibility to obtain all make-up work from his/her teachers immediately upon returning to school. Students should be familiar with each teacher’s make-up expectations and deadlines. All make-up work allowed by the teacher must be in by the end of the grading period. A day’s absence does not excuse a student from responsibility for all class work on the day of his/her return.

Students suspended from school will be allowed to make up missed work due to the suspension. The missed work must be turned in to the teacher(s) within the designated number of days from the last of the suspension day in order to receive credit. It is the responsibility of the parents/guardians and/or students to request the make-up work.

During a student’s absence, parents/guardians are encouraged to request homework, especially if three or more days are missed, by calling their child’s Guidance Counselor.

**Medication at School**

In order to protect the health and welfare of students, Illinois law requires that schools observe certain safeguards in the administration of medication. All medicine must have proper authorization from the parent and physician and must be locked in the Nurse’s Office.

This includes inhalers (unless a signed form is on file to allow a student to carry an inhaler on their person). Medication forms and medications in properly marked bottles must be given to the nurse or an administrator if the nurse is not in the building. If medication is to be administered for a student at school, the following procedures must be observed:

**Prescription Drugs**

* A prescribing physician must provide a written order stating the name of the student, the amount of medication to be administered, identification of medication, and the signature of the physician. The necessary forms are available in the nurse’s office.
* The medication must be brought to school and kept in the original container provided by the pharmacy. NO MEDICATION – PRESCRIPTION OR OVER-THE-COUNTER – CAN BE CARRIED AT SCHOOL. THE ONLY EXCEPTION IS USE OF INHALERS WHICH REQUIRES APPROPRIATE PAPERWORK IN ORDER TO DO SO.
* Written consent of the parent/guardian must be on file with the physician’s written order. Parental permission must include the name of the student, identification of the medicine to be administered, directions for administration of the medication, and the signature of the parent/guardian.
* Both the physician’s order and the parental consent will be maintained on file at the school and will be valid for only one academic year.
* Any withdrawal of consent to administer medication must be made in writing by the parent/guardian to the nurse.

Since the policies for non-prescription drugs are similar to the above, parents are encouraged to keep the use of nonprescription drugs to an absolute minimum. Only parents are to bring the prescribed medication to school, not the students.

**Medication (Cont’d)**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

**Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student’s parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

**National No Child Left Behind Legislation**

As a parent of a student in Danville High School District 118, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows for you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if so asked.

Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

1. Whether the Illinois State Board of Education has licensed or qualified the teacher for the grade/subject he/she teaches.
2. Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
4. Whether any teachers’ aides or similar paraprofessionals provide services to your child, and, if they do, their qualifications.

**NCAA Proposition 48 – College Freshman Eligibility Requirements**

NCAA Bylaw 5-1 (j) affects all high school athletes eligible for NCAA Divisions 1 and 2 athletic scholarships or those who plan to participate in any Division 1 or Division 2 athletic program as a non-scholarship athlete (walk-on). This rule went into effect August 1, 1976 and has two basic requirements, both of which must be met.

Athletes must achieve a minimum 700-combined score on the SAT verbal and math sections or a minimum of 15 composite score on the ACT.

* Athletes must achieve a 3.0 GPA on a 5.0 scale in a core curriculum of at least 11 academic courses.
* These core courses must fall in the following areas:
* English – 4 units required (4 full years or 8 semesters of course work in grammar, non-remedial vocabulary development, composition, literature, analytical reading, and oral communication).
* Mathematics – 2 units required (2 full years or 4 semesters of course work in mathematics, geometry, algebra, trigonometry, statistics, and calculus).
* Social Science – 2 units required (2 full years or 4 semesters of course work in history, social studies, economics, geography, psychology, sociology, government, political science, or anthropology).
* Natural Physical Science – 2 units required (2 full years or 4 semesters of biology, chemistry, physics, environmental science, botany, geology: 1 full year of science must be a lab science course offering).
* Additional Academics in Other Areas – 2 units required (English, Math, Social Science, Natural/Physical Science, Foreign Language, Computer Science, Speech, Non-Doctrinal Religion or Philosophy).
* Additional coursework in English, Math, or Science – 1 year.

**Notice of Handicapped Accommodations Available**

Most buildings in District 118 are accessible. The clock tower entrance provides this accessibility. Arrangements can be made for any mobility-impaired persons who wish to attend meetings at any school or at the District Office. Please contact the building principal or Ms. Vicki Jones (217-444-1001) at the MT (Administration) Building.

**Notice of Instruction in Recognizing and Avoiding Sexual Abuse**

Instruction dealing with family life and sex education, including sexually transmitted diseases (STD) and avoiding sexual abuse may be offered in several different courses. Opportunities will be provided for all parents and guardians to inspect materials being used for instruction. Forms are available in the principal’s office for any parent wishing to have their child excused from sex education classes.

**P.E. Uniforms**

Students in PE classes are required to wear athletic shorts or sweatpants and an appropriate t-shirt. All students must wear required PE clothing.

**Pesticide Notification and Rights**

The application of pesticides is subject to the USEPA regulations. District 118 will give notice to students’ parents or guardians and school staff of any upcoming pesticide treatments. Notice will be posted in designated areas at school and sent home with students.

**Progress Reports and Report Card Dates**

1st quarter Progress Report October 30, 2020 mailed home)

1st semester Report Card January 22, 2020 (mailed home)

3rd quarter End Progress Report March 26, 2021 (mailed home)

2nd semester Report Card June 10, 2021 (mailed home)

**Retaking a Class**

Any student may retake a class that the grade of a D was earned any semester. Upon completion of the class, the student’s GPA will be calculated on the grade earned and the D will remain on the transcript for credit. Only one class can be taken each semester.

**Rights of Disabled Students to a Free and Appropriate Public Education**

Danville District 118 will assure that, to the maximum extent appropriate, all disabled children shall be educated in the least restrictive environment. Danville District 118 further assures that the services required to meet the educational needs of all disabled students shall be provided.

**Rules in the School Building**

* Students are to be out of the building by 3:00 pm unless they are participating in a school activity supervised by a teacher or coach.
* Students should not leave the room during class time, unless there is an emergency, a call slip has been issued, or the student has a hall pass.
* Proper dress is required to meet health and safety standards. Clothing should not interfere with the educational process – SEE DRESS CODE INFORMATION
* Students are expected to give their names when requested by any staff member.

**Satisfactory/Unsatisfactory Option (PASS/FAIL)**

1. Pass/fail is open to all juniors and seniors.
2. Any Danville High School, non-required course that meets five times per week may be taken pass/fail (dual enrollment courses may NOT be taken pass/fail).
3. Only one (full credit) course per semester may be taken on a pass/fail basis.
4. The decision to take a course pass/fail and the course which may be taken is at the student’s discretion, with parent approval. An application form must be completed, signed by both parent and student, and file with the student’s counselor by the end of the 1st and 3rd quarters. Application forms are available from the School Counselors.
5. If the student is a junior, the pass/fail course must be a fifth solid (full-credit) subject. For seniors, it need only be a fourth solid subject.
6. Only one full unit (two semesters) in each department, in the span of the two years, may be taken pass/fail.
7. The student must reapply each semester.
8. For student athletes, NCAA Clearinghouse recognizes the PASS as the lowest grade which is a D. For some colleges, they will not recognize the class if taken as pass/fail.

**Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

**School Bus Safety Procedures**

Ownership in Education handbook rules are to be followed on the bus as well as in school. The school bus company, First Student, and the building principal enforce the bus rules listed the handbook. School rules are also bus rules. Students who repeatedly misbehave on the bus may lose their privilege to ride the bus.

Please review the following rules with your child/children to ensure their safety at the stops:

* When the bus is approaching, move far enough back to allow the bus to stop without danger of hitting someone. This is particularly important when ice and snow are on the ground.
* Observe proper rules of conduct at the bus stops. School rules apply and will be enforced when violations are reported.
* Wait for the bus to stop completely and doors to be opened before moving toward the bus to board.
* Be sure to arrive at the bus stop early enough so that you do not have to run to catch the bus. Buses will not wait on students walking to the stops.
* In cold weather, students should not wait for more than 10 minutes past their bus time. Should the bus not arrive, return home, contact the school, and seek alternative transportation.
* Students are to move away from the bus immediately after getting off.
* Students are to go straight home after getting off the bus.
* If students must cross the street after getting off the bus, they must move 10 feet in front of the bus and then wait for the driver’s signal before crossing a safe distance from the bus.
* Children who have any difficulties at the bus should report first to their driver and then to the building principal.
* A copy of the bus stops and times can be found in DHS offices or by calling First Student Bus Garage – 431-5532.

**School Nurse**

If you become seriously ill or injured during the school day, report to the Nurse’s Office with a hall pass from your teacher. Do not go to the nurse between classes without a hall pass. Students must show pass and visible ID. If the nurse is not available, contact an administrator. If it is necessary for you to be dismissed from school, the nurse will contact your parents/guardian and will issue a dismissal.

**Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for the following circumstances as they relate to the individual’s child(ren):

To attend a conference at the school with school personnel to discuss the progress of their child.

To participate in a conference in which evaluation and placement decisions may be made with respect to their child’s special education services.

To attend conferences to discuss issues concerning their child as retention or promotion.

In all other cases, convicted sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property—including the three reasons above—he/she is responsible for notifying the principal’s office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

**Sex Offender and Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: http://www.isp.state.il.us/sor/

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: http://www.isp.state.il.us/cmvo/

**Sexual Harassment Reporting Policy**

It is illegal and against Danville District 118 Board of Education policies for any employee or student – male or female – to sexually harass another employee or student by:

Making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, as a condition of an employee’s continued employment, or a student’s academic status

Making submission to or rejections of such unwelcome conduct the basis for employment or academic status

Creating an intimidating, hostile, or offensive working or educational environment by such conduct.

If a student believes that he or she has been sexually harassed, the student or parent of the student should report the alleged act immediately to a counselor, teacher, dean, or administrator. The staff member should immediately contact both the Assistant Principal and the Director of Human Resources. If dissatisfied with the response, the student should contact the Superintendent of Schools.

**Skylert**

SKYLERT is an automated program that allows DHS to instantly contact parents/guardians when there is an unexcused absence, school closing, or emergency. It is critical that you listen to the entire SKYLERT message.

**Smoke-Free Campus**

Danville High School is a smoke-free campus. This means smoking and vaping are not allowed in the building or on the school grounds.

**Special Education Services for Eligible Children Not Enrolled in the District**

Some special education services are also available to a qualified child who attends a private school. IEP’s or service plans shall be developed and implemented in accordance with the procedures found in Chapter IV, Individualized Education Programs, Section XI.

**Special Education – Related Service Logs**

The District maintains related service logs that document the type and number of minutes of related service administered under a student’s individualized education program (IEP). These services include speech and language, occupational therapy, physical therapy, counseling and psychology services, social work services, and nursing services. These related service logs will be available to parents/guardians at a student’s annual review IEP meeting. Parents/guardians may also request a copy of any IEP related service log at any time. Please direct any requests for a copy of a related service log for your child to your building administrator or your child’s special education case manager.

**Student Drop-Off and Pick-Up**

Parents/Guardians are advised to drop-off and pick-up their students on Woodbury Street when buses are present as to not disrupt the flow of traffic. When buses are not present, students may be dropped-off or picked-up on Jackson Street, making sure to not block the one-lane portion of Jackson Street between Clay Street and Woodbury Street. **Student drop-off and pick-up are not to take place on Fairchild due to the traffic volume and safety issues.**

**Student Helpers**

Student helpers are those students with a study hall who are interested in assisting in an office, a classroom, or the library. Students must have a minimum GPA of 2.0 and their Assistant Principal’s approval to be eligible. Students can only be a helper one period per day. First semester freshmen are not eligible. Office location for the assignment of student helpers will be Viking Academy Office – Room 123B. Student Helpers must wear their Student Helper ID when on duty.

**Student IDs**

For the safety and well-being of students, student IDs must be worn at all times. Student IDs cost $3 for new students and $5 for replacement IDs. Students who forget their ID may purchase a temporary ID for $1. Temporary IDs are good for one day only. Students may “charge” up to 5 temporary IDs to their student account. Once a student has charged 5 temporary IDs, a new permanent ID will be issued at a cost of $5 and will be billed to their student account if payment is not made at the time of purchase.

**Student Insurance**

Applications and other information for student insurance are available on the Danville School District 118 website. All money and applications are to be mailed by the parent directly to the insurance company. Enrollment in the

Student Accident Plan is strongly recommended since the District does not provide health or accident insurance for students.

**Student Parking**

Students who wish to park in the student parking lots may purchase parking stickers for $9.00 at the time of registration. Reckless driving and failure to display a parking sticker are infractions, which would result in loss of parking privileges. Cars not displaying a current parking sticker, parking in a faculty/staff lot, or parking improperly will be fined and/or towed. Students park in the lots at their own risk; DHS is not responsible for any damages and/or theft that may occur. Parking permits can be purchased in Room 239.

**Student Record Notification**

District 118 will not share a student’s records with an outside agency or school district without signed permission from the parent or legal guardian. Permanent and temporary records are maintained for each child and are kept in the school office. Parents may see the building principal to inspect the records of their child.

**Transportation Reimbursement Eligibility and Dispute Resolution**

Transportation at district expense will be furnished for all pupils who live 1.5 miles or more from the school they are required to attend. Transportation may be furnished for pupils ineligible for regular reimbursed transportation under 1.5 miles of parents reimburse the district at a rate established by the Board of if, in the opinion of the Board, and validated by the State Department of Transportation, there exists pedestrian hazards for pupils.

**Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

* Referral to the truancy officer
* Reporting to officials under the Juvenile Court Act
* Referral to the State’s Attorney
* Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

**Visitor Parking**

There are limited 10-minute visitor parking spaces in the Circle Drive. If all the spaces are taken, visitors may park in the parking lots on Jackson Street. Please do not leave cars in the middle of the Circle Drive, even for a few minutes, as this might block people in.

**Visitors**

The state law requiring visitors to register in the office is very clear. If individuals are suspected to be unauthorized and are observed in the building or on the school grounds, the Principal’s Office will be notified immediately. Parents desiring to visit the high school are always welcome. They should register at the

Welcome Desk in the Clocktower Entrance, a visitor ID will be issued, and arrangements will be made in the Principal’s office for visitation. Visitors must bring a state issued picture ID.

**Visitors-Students**

* Friends coming to meet students should wait in their cars in the parking lots.
* Parents who are anticipating a move to Danville, may visit classes and may be accompanied by their child(ren).
* Students who are visiting the community through school-approved exchange programs will be allowed to attend classes. In most cases, such visitors will be accompanied by a Danville (or District) student who is serving as a host family.
* In an effort to ensure building security, students will not be allowed to routinely have other students as visitors to the school. Any exception to this practice will require the approval of the Principal or designee five days in advance.

**Volunteers (Non-Faculty)**

**All volunteers will need to be approved through the central office to be allowed to work in the building.**

* Volunteers must sign in at the Welcome Desk and receive a visitor ID.
* Volunteers should be adults of at least college age.
* Volunteers are not to be given the authority to discipline students.
* Volunteers should be careful not to be alone with members of the opposite sex.
* Volunteers should not be responsible for working with money.
* Volunteers should not have primary supervisory responsibility of students.
* Volunteers are school representatives; they should exhibit the same qualities and characteristics expected of the regular teaching staff. This relates to courtesy, appropriate language, and positive reinforcement when working with staff, students and parents/guardians.

**Remote Learning Addendum**

Grades 5 – 12 Remote Learning Definitions have been provided to further clarify the different types of remote instruction that may be utilized during the 2020-2021 school year

* Synchronous learning means the students and teachers log into Google Classroom at a specific time and work together virtually.
* Asynchronous learning is when students participate in learning activities on their own time without live instruction. District 118 will utilize best practices in determining which learning activities are best for students to do synchronously and asynchronously.

The Illinois State Board of Education (ISBE) regulations state that all students must participate in a minimum of 2.5 hours of synchronous learning each day. Students in need of a Chromebook will be provided one. District 118 will utilize Google Classroom for all Grade 5-12 students as its learning platform.

Students will follow a remote modified school day Monday through Friday. Some Special Education students may attend in-person, based on their educational program (e.g. self contained, cross categorical, life skills, bi-weekly resource). Schools will have specific information for those students who are recommended to be in-person.

The District will be reviewing public health and enrollment data monthly to determine any transitional plans that may be needed to be put in place for in-person instruction (such as hybrid) to be implemented. When Illinois enters Phase 5, in-person instruction will resume for all students. Students will return to school Monday through Friday with health measures in place.

**Special Education/EL – In-Person, Monday through Friday**

Danville High School Special Education/EL Student Hours: 8:00 a.m. - 1:45 p.m.

**Remote Learning Grading**

Grades 9-12 will resume with traditional letter grades for assignments and courses. Teachers are encouraged to work with students during extenuating circumstances and offer multiple opportunities for students to reach concept mastery.

**Remote Learning Attendance**

Our students ‘overall well-being is always our highest priority. Attendance will be taken daily regardless of whether in-person or remote. Attendance for remote learning days will continue to be submitted to ISBE.

We will count a student as present when the one-to-one daily connection is not practical. The following count as daily attendance:

* Video conference “check-ins” (Synchronous learning)
* Wellness checks
* Phone calls
* Text messages or email communications
* Packet collections Expectations to Support Student Learning The following is not an inclusive list of recommended responsibilities to support students. Responsibilities should be appropriate for the context.

**Expectations to Support Student Remote Learning**

The following is not an inclusive list of recommended responsibilities to support students. Responsibilities should be appropriate for the context.

*Student Responsibilities:*

* Review assigned work.
* Complete assigned work by the due date.
* Ask clarifying questions when you need help and communicate if you are struggling emotionally, physically, or academically.
* Be respectful to yourself, teachers, and peers.
* Comply with new health and safety policies.
* Take care to get enough rest and commit to self-care.

*Caregiver Responsibilities:*

* Review syllabi, digital learning platform expectations, deadlines, etc.
* Reserve a space for students to complete remote learning work.
* Encourage students to get enough sleep.
* Set sensible time limits for technology use.
* Talk to students about their work every day.
* Set a schedule to help students establish and follow regular daily routines.
* Request technological support, as needed.
* Encourage students to follow the school’s/teachers’ behavioral expectations while engaged in learning.

**Danville District 118 COVID-19 Pandemic Return-to-School Health Plan for Families**

The purpose of this policy is to outline health guidelines as they pertain to re-opening of Danville District 118 after the COVID-19 Pandemic school closures. These guidelines are designed to ensure and promote the safety, health, and welfare of our community in accordance with the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE) recommendations. Some components of this document may be altered to reflect current data and recommendations as new guidelines are released.

Students will be required to stay home if they are sick. If an individual presents to school with the following symptoms, they will be sent home until the return-to-school criteria (See #2 below) is met. Per IDPH-ISBE guidelines posted June 4, 2020, all students, staff, and visitors will undergo symptom and temperature screen prior to entering the building.

1. **Symptoms Requiring Absence**
   1. COVID-19-like symptoms (fever, new or worsening cough, shortness of breath) or exposure to COVID-19. **The individual will be sent home.** Other symptoms may include a sore throat, loss of taste/smell, headache, and fatigue.
      1. Direct the affected staff member or parent guardian of an affected student to call the IDPH COVID-19 hotline at 1-800-889-3931 for guidance regarding symptoms to determine if testing for COVID-19 is warranted.
   2. Exposure to COVID-19 i. Prior to returning to school, individuals must inform the district’s nurse supervisor if they know they have been in close contact with someone who tested positive for COVID-19. To contact the nurse supervisor, call 217- 444-1603.
   3. Fever/chills/generalized body aches
      1. Fever typically constitutes 100.4 degrees or higher. However, considering recent events, a temperature of 99.5 degrees Fahrenheit with symptoms likely indicates an acute illness and the individual will be sent home.
   4. Sore throat with a fever over 99.5 with visibly swollen glands.
   5. New or worsening coughing with pain or fever.
   6. The first 24 hours of antibiotic treatment for a contagious illness (strep throat, pink eye, etc.)
   7. Active vomiting or diarrhea.
2. **When to Return**
   1. COVID-19-like symptoms: Per IDPH and Centers for Disease Control (CDC)
      1. Untested with COVID-19 symptoms:
         1. At least 24 hours have passed with no fever without use of fever reducing medications, and improvement of symptoms **AND**
         2. At least 10 days have passed since symptoms first appeared
   2. Tested positive with symptoms
      * 1. At least 10 days have passed since first symptoms
        2. At least 24 hours have passed with no fever, without use of fever reducing medications, and improvement of symptoms **AND**
        3. Two (2) negative COVID tests in a row at least 24 hours apart or a doctor’s note authorizing safe return to school or school related activities.
   3. Tested positive without symptoms
      * 1. At least 10 days have passed since the date of the first positive test and no symptoms have developed **AND**
        2. Two (2) negative COVID tests in a row at least 24 hours apart or a doctor’s note authorizing safe to return to school or school related activities.
   4. Exposure to COVID-19
      * 1. Fourteen (14) days have passed since date of exposure with no onset of symptoms (length of time during which symptoms will appear). **If the exposure was from a member of your household, an additional 14 days have passed since the positive person was released from quarantine.**
   5. Other Symptoms/Non COVID-19
      * 1. At least 24 hours have passed with no fever, without use of fever reducing medications
        2. After 24 hours on antibiotics
        3. After 24 hours since last episode of vomiting or diarrhea
        4. With doctor’s note of clearance
3. **Non-pharmacological Intervention Recommendations for Communicable Disease**
   1. Stay home when you are sick.
   2. Avoid close contact with people who are sick.
   3. Cover your cough or sneeze with your elbow or a tissue. Throw the tissue in the trash. Wash your hands with soap and water.
   4. Avoid touching your eyes, nose, and mouth.
   5. Wash your hands often with soap and water for 20 seconds and dry them.
   6. If soap and water are not available, use hand sanitizer.
   7. Clean and disinfect frequently touched objects and surfaces using regular household cleaning sprays or wipes, i.e., toys, desks, door handles, counters.
   8. Ensure all vaccines are up to date.
   9. Promote non-contact methods of greeting
   10. Practice physical distancing – stay at least six feet away from other people.
   11. Wear a mask or face covering when distancing is not possible.
4. **Mask/Face Covering**
   1. Per the ISBE Return to School guidance, face coverings **must always be worn by both students and staff (with the exception of breakfast/lunch) including:**
      1. in the school building.
      2. walking in or out of the building
      3. while riding the bus iv. in public, anytime it is not possible to stay at least six feet away from other people
5. **Communicable Disease Monitoring**
   1. Non-authorized visitors will not be allowed in the school buildings.
   2. In rare occasions when a visitor is allowed in a school, authorized visitors must sign in and wear a mask or face covering within the building.
   3. Hand sanitizer will be provided at the entrance of each school building.

**Rules of Virtual Meetings (High School)**

|  |  |  |
| --- | --- | --- |
| **MUTE YOURSELF WHEN YOU ARE NOT TALKING** | **NO FOOD ALLOWED** | **BE AWARE OF YOUR SURROUNDINGS** |
| * There is nothing more frustrating than hearing that alien echo noise from conflicting microphones. Save everyone form the ear-splitting madness by joining the meeting while on mute! * Unless you live alone, your house is probably pretty noisy these days. Muting your microphone when you are not speaking gives other participants the ability to chime in and share their thoughts without distraction or frustration. | Try to eat a snack before your virtual meeting. No one wants to see you stuff your face with chips while discussing school matters. Not only is it distracting to others, but you also won’t be able to focus on the task at hand because you will be worried about dropping crumbs all over your keyboard. | * Others will not be able to hear your ideas or take you seriously when there are distractions behind you. Try to make sure your  background is school appropriate. * You also want to avoid looking like you work from the inside of a cave because of bad lighting. Adjust your work setup so that you face a window or are exposed to plenty of light. |
| **STAY SEATED AND STAY PRESENT** | **DRESS APPROPRIATELY** | **BE KIND AND RESPECTFUL** |
| * It may be tempting to check your inbox or carry on a side conversation during a dull moment in a meeting, but do not do it! You might miss out on key information or an opportunity to ask questions or give input. * If you are using your webcam, use attentive body language: sit up straight, do not’ make big extraneous movements, and don’t let your eyes wander too much. | * One of the magical things about learning remotely is the freedom to wear anything to class. It is the dream, right? Still, there is no reason to show the other students your pajamas and bed head or skin that is not appropriate when in a regular classroom setting. * Take a few minutes to throw on a clean shirt and brush your hair. The best part of getting ready while working and learning remotely is that you will put yourself in the right headspace to be productive. | * Just like in school, be kind to your classmates and teachers. Everyone is under a lot of stress with this “new online reality” and you do not know their story. * Always take the high road and be respectful to others. |

**Danville High School Remote Learning Weekly Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Class Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 8:00-9:30 | **Student Support/Social Emotional Support/Family Needs**  DHS Student Support Center and School Counselors will schedule small groups and individualized supports as needed with students. If you need social emotional support, academic planning support, or other personal family needs you can also contact the following staff members for assistance.   |  |  | | --- | --- | | **Social Workers/Psychologists** | **School Counselors** | | * Stacey Lomax (444-1527) * Cindy Smith (444-1625) * Julie Dunn (444-1711) | * Holly LeMier (444-1532) * Monica McCray (444-1524) * Lindsay Moore (444-1526) * Erin Griffin (444-1521) * Courtney Lillard (444-1522) | | | | | |
| 8:00-8:40 | Teacher office hours (Google Meets) | 2nd hour focused support | 3rd hour focused support | 6th hour focused support | 7th hour focused support |
| 8:50 to 9:30 | 4th hour focused support | 5th hour focused support | 8th hour focused support | 1st hour focused support |
| 9:45 to 10:30 | 2nd hour | 3rd hour | 2nd hour | 3rd hour | **Friday’s will alternate every other week between even numbered and odd numbered period days. The first Friday (9/11) will be even numbered periods.** |
| 10:45 to 11:30 | 4th hour | 5th hour | 4th hour | 5th hour |
| 11:30-12:00 | Lunch | Lunch | Lunch | Lunch |
| 12:00 to 12:45 | 6th hour | 7th hour | 6th hour | 7th hour |
| 1:00 to 1:45 | 8th hour | 1st hour | 8th hour | 1st hour |
| 2:00 to 3:10 | **Teacher Office Hours**  Teachers will be available on Google Meets to answer student questions. The link for both office hours and live class sessions can be found in Google Classroom. | | | | |

**Frequently Asked Questions (FAQ)**

**Q:What is the first day of school for students?**

**A:** Tuesday, September 8th is the first attendance day for our students. Grades 9-12 will be remote learning with their teachers, while following their schedule.

**Q: What will student accountability look like for Grade 5-12 remote learning?**

**A:** Student attendance is logged via live interaction with teachers (whole, small group, 1:1) and completed assignments. Students will be responsible for participating in live instruction (when scheduled) and/or working independently through their assigned coursework in Google Classroom. Full grading practices will be enforced.

**Q: Which learning/teaching platforms will be used for remote learning?**

**A:** The District’s learning platform is Google Classrooms for Grades 9-12. When a certified teacher is not available, third-party curriculum platforms with their own web sites will be utilized.

**Q: Will all secondary courses (AP, Dual, electives, etc.) still be available to students?**

**A:** Yes. No changes have been made to current course offerings. Transportation

**Q: What will be different on school buses?**

**A:** While bus transportation will be provided, we are encouraging parents to transport their child if possible. Social distancing requirements will be observed, and all students will be required to wear masks on the school bus. We are asking parents to walk their students to the bus stops and wait while their student has a temperature check prior to boarding. Students will be assigned seats on the bus and are expected to observe all behavior expectations and social distancing practices.

**Q: How many children can ride a bus?**

**A:** Up to 48 students may be placed on each bus along with the driver and bus monitor

**Q: Will there be additional options for Special Education/ELL students that need to be at school full-time to learn?**

**A:** There are many factors to consider when determining how a student with special needs or language acquisition supports will return to school. The decision will be made in the context of a student’s Individual Education Plan (IEP) or language support needs.

**Q: Will students with special needs or medical conditions be required to wear a mask?**

**A:** Medical conditions and IEPs will be addressed individually when it comes to face masks. Please contact your child’s school for more information.

**Q: How will students with 504 Plans and IEPs, especially secondary, receive services while participating in online learning?**

**A:** To provide a continuity of learning and services for students with IEPs and 504 Plans, special education teachers, case manager, and related service providers will work with families to determine the most appropriate method for student contact. Teachers and service providers will be utilizing Google Classroom and other virtual platforms in order to make individual contact with students, i.e. Teams and Google Meets. These providers will also work in collaboration with other educators to meet the needs of students with disabilities. Individual remote learning plans will be modified or developed for all students qualifying with an IEP, indicating service delivery model(s) and weekly contact minutes from each service provider. Activities that support IEP goal progress will be sent to families in the form they request. All students with IEPs and 504 Plans will continue to receive the accommodations/modifications listed on their individual plans.

**Q: What will school registration fees be this year and when are they due?**

**A:** The Board of Education has waived all registration fees for the 2020-2021 school year.

**Q: Will 9-12 grade extracurriculars operate during remote learning?**

**A:** Yes. Students on remote learning may still participate in extra-curricular activities. However, the traditional list of extra-curricular opportunities may be limited, due to COVID-related cancellations and IHSA regulations.

**Q: What will be the protocol for allowing children back to school if they or a family member test positive for COVID-19?**

**A:** District 118 schools will follow guidance from the Vermilion County Health Department and the U.S. Center for Disease Control and Prevention as we develop the protocol.

**Q: What cleaning enhancements are being implemented in buildings?**

**A:** The district has stocked up on personal protective equipment, hand washing materials and cleaning supplies. In addition to our regular cleaning, custodial staff will be disinfecting more often in common areas like hallways, cafeterias, bathrooms, playgrounds, and buses, as well as high-touch surfaces like door handles and desks. The district will also be using disinfectants as needed in buildings and buses for intense after-hours cleaning.

**Q: Will you enforce rules for wearing face coverings, social distancing, and temperature checks?**

**A:** Yes. Safety for staff and students is our highest priority. We will be observing all IDPH and ISBE guidelines in all school buildings.

**Q: Will the school take my child’s temperature daily?**

**A:** Yes. While asking parents to monitor the health of their students and watch for signs of COVID-19, temperatures will be taken prior to boarding a bus or entering a school building.

**Q: What happens if there is a positive COVID-19 case in the school?**

**A:** District 118 is working with the health department on the process if a confirmed case of COVID-19 presents itself in one of our schools.

**Q: Will a school close if a student is diagnosed with COVID-19?**

**A:** We will follow the Illinois Department of Public Health guidelines.

**Q: What changes will be made to the facilities to support health and safety?**

**A:** Ample and specialized PPE supplies have been obtained for student and staff use throughout the school year. Protective plexiglass screens have been installed in offices in other areas of the buildings to limit exposures to one another. Numerous non-touch thermometers will be available at each building location. Drinking fountains will be shut-off. Water will be provided. Sanitation guidelines have been developed for custodial staff to follow daily. Whenever possible, student seating will be socially distanced 6 feet apart from each other. Other safety signage will be placed throughout all building locations reminding staff and students of hand sanitation, and social distancing. HVAC systems will be adjusted to let more outside air into the building spaces, equipment filters will be upgraded and changed more frequently throughout the school year. The HVAC systems will run longer daily to keep the air moving and filtered. All classrooms have been deep cleaned and sanitized over the summer. The classroom desk/tables/chairs/restrooms will be cleaned throughout the school day, and again at night after students and staff leave for the evening. Fibrous materials, surfaces, and seating have been removed from all educational spaces.

**Q: What students will receive a Chromebook to support learning?**

**A:** All students in grades 5-12 will receive an electronic device to support learning.

**Q: Who do I contact if I have issues with my school issued electronic device?**

**A:** Call the Technology Help Desk Hotline: (217) 444-1583.

**Q: Will hotspot devices for internet access be available if my family chooses remote learning?**

**A:** Yes. District 118 has a limited number of hotspots and are working to obtain more. Call the Technology Help Desk Hotline for more information: (217) 444-1583.

**Q: How will you ensure that students not attending in-person learning will still receive meals?**

**A:** Food Service is ensuring a plan is in place to accommodate all District 118 students with a breakfast and lunch.

**Q: Will attendance policies be changed?**

**A:** District 118 will be reviewing our overall attendance policies for staff and students, as well as eliminating any attendance recognitions that could encourage attending school when not feeling well. Students and staff should not be in buildings if they are experiencing any symptoms of illness. Attendance is expected per the DHS Remote Learning schedule if students are not ill.

**Q: How might campus look different?**

**A:** District 118 will take measures to mitigate the spread to the greatest extent possible. Due to the highly fluid situation we are facing, we must be flexible. As a result, some day to day policies and procedures could be altered, such as the ones below:

* Visitors, including parents, will not be allowed to enter the building without an appointment
* Classrooms will be configured to support social distancing
* There will be no large group gatherings on school campuses.

**Q: What social and emotional resources will be in place as students return?**

**A:** We recognize the importance of providing students with extra social and emotional support as they return to school this year. Expect to see special welcome activities, extra time for building relationships and establishing new routines, and focus on coping strategies. Our counselors will be ready to assist students and staff in need of support. The DHS Student Support Center can be reached by calling: (444-1597)

**Q: Will “back to school” events still be happening?**

**A:** Our annual Back to School Nights have been cancelled and schools will be sharing information electronically with families that would normally be shared during Back to School Nights.

**Q: Will field trips still happen?**

**A:** Field Trips are cancelled for the first semester of school year 2020-2021. This decision will be reevaluated in December based on the information that we know at the time.

**Q: What are the discipline options if students do not follow protocols?**

**A:** Our goal is to work collaboratively and engage with parents and students to encourage adherence to all established protocols using the guidelines from IDPH & ISBE. Initially, interventions on oppositional behavior will be applied, however, if students refuse protocols, they may be placed in a virtual schooling option. All district policies outlined in the Ownership in Education Manual apply to students on remote learning.

**Q: Will schools be open all year? Will these procedures be in place all year?**

**A:** The pandemic shifts rapidly, and we do not know what the rest of the school year may bring. If cases surge, schools may be ordered to close again, requiring all students to shift to remote learning. If the situation improves, we may be able to abandon some elements of this plan and return to more normal operation conditions.

**Q: How will the District communicate any updates or changes to the current information?**

**A:** Information will be posted to our District 118 website (www.danville118.org) and Facebook page. Dr. Geddis will also send out letters and execute Alert Now phone messages with any relevant information. DHS specific updates can be obtained through the DHS website and Facebook page.



**STAFF DIRECTORY**

**Administrative Offices / Phone & Locations**

-Ms. Tracy Cherry, Principal 444-1501

(Rm. 118)

-Mr. Demarko Wright, Associate Principal/Freshmen Academy 444-1744

(Rm. 114)

-Mrs. Amanda Campbell, Assistant Principal/Viking Academy (M-Z) 444-1565

(Rm. 123B)

-Mr. Jacob Bretz, Assistant Principal/New Tech Academy 444-1548

(Rm. 317)

-Mrs. Mitzi Campbell 444-0301

Administrator of Alternative Education/Kenneth D. Bailey Academy Building

**Guidance Counselors/Student Career Center**

-Ms. Courtney Lillard – Viking Academy (A-L) (Rm. 239) 444-1522

-Mrs. Monica McCray – Viking Academy (M-Z) (Rm. 317) 444-1524

-Ms. Erin Griffin – New Tech Academy (Rm. 317) 444-1521

-Ms. Holly LeMier – Freshmen Academy (Rm. 324B) 444-1532

-Mrs. Lindsay Moore - AVID Counselor (Rm. 324B) 444-1526

-Mrs. Panda Kagels – DHS Registrar (Rm. 123) 444-1507

**Other Offices**

Mrs. Angela Jones 444-1601

Cashier – Clock Tower Entrance

Mrs. Danielle Montgomery 444-1603

Nurse – Room 138

Mr. Mark Bacys 444-1555

Athletic Director – Room T142

Mrs. Shannon Bicknell 444-1533

Librarian – Library